

Canc frp: Dec 01

COMNAVSURFRESFORNOTE 5400
N1

COMNAVSURFRESFOR NOTICE 5400

Subj: FISCAL YEAR (FY) 02 NATIONAL COMMAND AND SENIOR OFFICER (O6/O5)
NONCOMMAND BILLET SCREENING AND ASSIGNMENT PROCEDURES

Ref: (a) BUPERSINST 1001.39C
(b) COMNAVRESFORINST 1001.5C
(c) JAGINST 1301.2A
(d) COMNAVRESFORINST 5450.41B
(e) SECNAVINST 1401.3
(f) COMNAVRESFORINST 1401.1
(g) OPNAVINST 5354.1D
(h) COMNAVRESFORINST 5354.7A
(i) SECNAVINST 5211.5D
(j) OPNAVINST 1000.16J

Encl: (1) Plan of Action and Milestones Schedule
(2) Board Precept
(3) Board Membership Guidelines
(4) Billet Membership Application
(5) Supplemental Billet Application/Certification (Sample)

1. Purpose. To issue fair, equitable, and standardized procedures for the screening and assigning drilling Reservists to national command and senior officer (O6/O5) noncommand billets in Naval Surface Reserve Force (NAVSURFRESFOR) units.

2. Background. Screening and assigning our best qualified officers to senior leadership and management positions is vital to enhancing NAVSURFRESFOR professionalism. This goal can be achieved best through a consistent, fair, and efficient process that promotes credibility with resource sponsors, major claimants, gaining commands, and the Selected Reserve community. The developing and implementing selection and assignment procedures that mirror the regular Navy process have been successfully demonstrated. This notice builds on the prior lessons learned and the investments in management information systems that support national level billet competition. Enclosures (1) through (5) of this notice are provided for your information.

3. Scope

a. This notice is a supplement to officer assignment policies issued by references (a) and (b). This is the primary source document containing pertinent guidance for screening and assigning drilling Naval Reservists to national command billets, and senior officer (O6/O5) noncommand billets within Commander, Naval Surface Reserve Force (COMNAVSURFRESFOR) claimancy.

b. Judge Advocate General (JAG) officers are governed by a Professional Qualification Screening Board (PQSB) which is convened per reference (c). JAG Corps candidates should use the application procedures outlined herein, and adhere to additional instructions per reference (c).

c. Senior Officer (O6/O5) Intelligence (163X) billets which are managed by COMNAVSURFRESFOR are not assigned by this National Board. All (163X) billets are advertised and assigned by COMNAVAIRESFOR before the board's convening date. Reference (d) is germane.

d. All Reserve echelon IV and above commanders may select their own staffs by holding local boards. Commanders may elect to select all or a portion of their billets with the exception of their JAG officers. For those who desire to have billets advertised and assigned by the National Board, submit those billets to COMNAVSURFRESFOR (N12) by 2 February 2001. Local boards will be held well in advance of the National Board and selection results forwarded to COMNAVSURFRESFOR (N12) by 29 June 2001.

e. No other modifications or deviations to the procedures issued by this notice are authorized without written approval from COMNAVSURFRESFOR prior to the board's convening date.

4. Action

a. COMNAVSURFRESFOR

(1) Act as the convening authority for the screening and assignment board per the schedule in enclosure (1) of this notice.

(2) Appoint a Naval Reserve flag officer to serve as president of the FY 2002 screening and assignment board.

(3) Appoint the membership of the screening and assignment boards, including voting members, recorders, and assistant recorders per references (e), (f), (g), (h), and (i).

(4) Prepare and issue orders for board membership.

(5) Designate the site for the screening and assignment board.

(6) Advertise billet vacancies to the Naval Reserve Force. Only "RA" (funded) billets will be advertised.

(7) Provide board precept in the format of enclosure (2) of this notice.

(8) Post the Apply Program 2 February 2001 on the COMNAVSURFRESFOR (N1) web page for on-line registration and final submission of billet application packages for the National Board.

(9) Process electronic applications received via the web onboard COMNAVSURFRESFOR by 29 June 2001.

(10) If endstrength dictates, identify and remove from consideration officers that have twice failed to select for promotion. Take appropriate action to notify any such applicants via their echelon IV commanders.

(11) Remove from consideration officers identified in paragraph 3d above by echelon IV and above commanders for appointment to other billets and those officers who are selected for a billet within the Naval Air Reserve claimancy or a COMNAVRESFOR Naval Emergency Preparedness Liaison Officer (NEPLO) billet.

(12) Approve/disapprove all billet extensions and Planned Rotation Date (PRD) adjustments. Officers approved for billet extensions will not be considered by the board and their billet will be removed from the vacancy billet list. All billet extension/PRD adjustment requests are due to COMNAVSURFRESFOR (N12) by 26 February 2001.

(13) Ensure the contents of applications are released to only the board support staff and members. Ensure strict compliance with the Privacy Act requirements of reference (i).

(14) Approve the recommendations of the screening and assignment board, including:

(a) Approving the nominations for appointment to command and noncommand billets.

(b) Resolution of grade, designator, Naval Officer Billet Code (NOBC) and tenure waiver requests.

(15) Conduct other actions required by references (a) and (b).

b. Active Navy gaining commands may:

(1) Through Reserve Liaison Officers (RLO) if applicable, provide billet profile information, gaining command comments, and billet descriptions directly into the Apply Program Administrative Module. This profile will be considered additional information to aid in placing the right Reservist in the right billet; however, it will not supersede the requirements already placed on the billet. Gaining command comments should state general guidelines and/or specific professional skills or qualifications which the applicant needs to know before applying for the billet. Specific nominations of individuals should not be forwarded nor will they be accepted. Additional NOBCs not reflected on the Reserve Unit Assignment Document (RUAD) should not be added to the letter. Changes to the billet which affect designator, grade, NOBC, billet title, etc., must be changed per reference (j).

(2) All third party correspondence endorsing a particular officer to the board president must be forwarded via the subject officer.

c. Echelon IV commanders will:

(1) Identify command and senior officer (O6/O5) noncommand billets for national advertisement by COMNAVSURFRESFOR per the schedule in enclosure (1) of this notice and provide the PRD of the officer/billet.

(2) Provide billet descriptions and verify all Commanding Officer/Officer-in-Charge (CO/OIC) billets.

(3) Provide widest possible distribution of the billet application information (Apply Program) to echelon V and VI commands.

(4) Designate an individual, usually the Navy Reserve Readiness (REDCOM) Commander (N1), as the regional representative to answer questions about the application process and the usage of the Apply Program. Training will be provided to all REDCOM (N1) at the annual COMNAVSURFRESFOR (N1) conference.

d. President, Screening and Assignment Board will:

(1) Coordinate board administration and logistics with COMNAVSURFRESFOR.

(2) Conduct and report board proceedings per enclosure (2) of this notice (COMNAVSURFRESFOR 5320-5 refers).

(3) Ensure strict compliance with the Privacy Act requirements of reference (i). Ensure complete destruction of records, materials, and notes of board proceedings including officer Fitness reports (FITREPS) and Officer Summary Record/Personal Summary Record (OSR/PSR).

e. Echelon V COs will:

(1) Ensure Apply Program and schedule are widely advertised (vacant billets are in listed in the Apply Program).

(2) Support preparing and submitting web applications and, if necessary, supplemental letters/info to the President of the National Board, in the format of enclosure (5) of this notice, per the schedule in enclosure (1) of this notice.

f. Echelon VI COs will mentor their junior officers, explain the application process, and review/screen their junior officers' applications.

g. Individuals interested in becoming members of the board will submit applications for board membership to COMNAVSURFRESFOR (N12) by 16 March 2001 per enclosures (3) and (4) of this notice. Diverse membership is desired to represent all communities and to expand the experience base of our officer corps with board procedures.

h. Reserve officers will:

(1) Complete on-line registration of their name, Social Security Number (SSN) and designator via the Apply Program by 30 April 2001. Registration is required to ensure Navy Personnel Command (NAVPERSCOM) provides the applicants official record to the National Board.

(2) Submit completed billet applications via the Apply Program directly to COMNAVSURFRESFOR (N12) by 29 June 2001. The board will use the official records in the Electronic Military Personnel Record System (EMPRS). Any supplemental correspondence must be submitted to the President of the Board in the format of enclosure (5) of this notice by 29 June 2001. Officers currently serving in noncommand billets may apply for command billets before the end of their current assignment. Personnel who were previously selected and are currently assigned to "RX" (unfunded) billets are encouraged to apply for a new billet, regardless of remaining billet tenure. In all other situations, officers are ineligible for transfer to a subsequent pay assignment before completing a full tour in their current assignment. A full tour is defined as follows:

(a) Command: Two years (Volunteer Training Unit (VTU) exempt).

(b) Noncommand: Three years (VTU exempt).

(3) If not selected to a pay billet, must provide nonpay preference (VTU/Individual Ready Reserve (IRR)) to their parent activity by 30 September 2001 (upon completion of the FY02 National Command and Senior officer Noncommand Screening and Assignment Board).

(4) If selected to a billet by board action and refuses the billet, will be subject to FY02 manpower guidance to determine if the officer will remain in a pay status.

5. Reports. The requirement to submit the FY Billet Selection and Screening Results contained in paragraph 4d(2) above has been assigned report control symbol COMNAVSURFRESFOR 5320-5. This report will remain in effect until superseded or by October 2001 whichever occurs first.

6. Cancellation Contingency. This notice remains in effect until superseded by another COMNAVSURFRESFOR 5400 bearing the same subject.

J. F. BRUNELLI

Distribution: (COMNAVRESFORINST 5218.2C)

List B1 (23C, 42RR, FR21 only)

B2 (FR3, FR4, FR5, FR9, FR10, FR11, FR14, 26X, 26TTT only)

C1 (26R1 (COMNAVIUWGRU TWO), 26R2 (COMNAVIUWGRU ONE),
26Z1 only)

C2 (39T only)

D (42B3, 42J3 only)

E2 (26QQ1 only)

E3 (41A only)

E8 (FT1 only)

Copy to:

All SELRES Flag Officers

Stocked: COMNAVRESFOR (N01A)

PLAN OF ACTION AND MILESTONES SCHEDULE

<u>2000</u>	<u>DESCRIPTION</u>
15 December	COMNAVSURFRESFOR (N12) releases message requesting board membership and support.
<u>2001</u>	<u>DESCRIPTION</u>
5 January	Provide an updated VACANCY file to echelon IV for verification and RLOs for gaining command comments and billets descriptions.
31 January	RLOs complete gaining command updates to VACANCY database, via the web, to include gaining command comments and billet descriptions.
31 January	REDCOM (N1) update billet extensions and PRD adjustments via the web.
2 February	COMNAVSURFRESFOR (N12) post APPLY Program on the web (web address to be provided separate cover).
16 March	Board membership and board support application packages due to COMNAVSURFRESFOR (N12).
23 March	COMNAVSURFRESFOR (N00) appoints board flag officers. COMNAVSURFRESFOR (N00) appoints board members. COMNAVSURFRESFOR (N00) appoints board recorders, assistant recorders, projectionists and board support.
23 March	Board flag officers, board members and support personnel are notified of selection by COMNAVSURFRESFOR (N12).
1 April	Final update of web based VACANCY file due from echelon IV and billet descriptions from RLOs.
30 April	On-line registration cut-off for APPLY program. Note 1: NAVPERSCOM requires a 90 day lead time to process records of eligible officers for consideration for the FY 02 Board.
29 June	Final day for package submissions to the President of the FY02 Board and updates to on-line applications registered before 30 April 01.
6 August	FY02 Board preps.
13 August	FY02 Board convenes.
24 August	FY 02 Board concludes.
11 September	FY 02 Board results released by COMNAVSURFRESFOR (N00).
30 September	Echelon IV issues orders and ensures PRDs are entered into NSIPS.

BOARD PRECEPT

From: Commander, Naval Surface Reserve Force (Convening Authority)
To: (Rank, full name), USNR, 000-00-0000/1XXX, (Board President assigned by Commander, Naval Surface Reserve Force)

Subj: PRECEPT CONVENING A FISCAL YEAR (FY) 02 NATIONAL COMMAND AND SENIOR OFFICER (O6/O5) NONCOMMAND SCREENING AND ASSIGNMENT BOARD

Ref: (a) BUPERSINST 1001.39C
(b) COMNAVRESFORINST 1001.5C
(c) COMNAVSURFRESFORNOTE 5400 of (Date)
(d) COMNAVRESFORINST 3000.1D
(e) JAGINST 1301.2A
(f) COMNAVRESFORINST 5354.7A

Encl: (1) FY02 National Command and Senior Officer (O6/O5) Noncommand Screening and Assignment Board Membership
(2) Supplemental Guidance
(3) Report of Proceedings

1. The screening and assignment board (herein after referred to as "the board"), consisting of you as President and the officers listed in enclosure (1) of this letter, is ordered to convene at (command/location), at (time), (date) per references (a) through (f).

2. The function of the board is to recommend the best qualified officers for appointment to national command and senior officer (O6/O5) noncommand billets. The names, applications, officer performance data, and the list of vacant billets will be furnished to the board by Commander, Naval Surface Reserve Force when the board convenes.

3. The board will carefully consider without prejudice or partiality, the qualifications of each eligible officer. The board will consider each officer in confidence factor order and recommend for assignment the officers whom a majority of the members consider the best qualified, giving due consideration to the needs of the Navy, the preference and qualifications of the officer, billet requirements, gaining command provided information, and the mission of the unit. If an officer, who received a lower confidence factor, meets the billet qualifications better than an officer who received a higher confidence factor, then the officer who received the lower confidence factor will be detailed to that billet. The "best qualified" standard will be applied uniformly to each eligible officer, with priority consideration afforded those eligible officers whose prior experience includes successful service in challenging leadership positions.

4. Supplemental guidance for your deliberations as well as the oath that will be administered to all recorders, support personnel, and members of the board is provided in enclosure (2) of this letter.

5. You will report the results of your deliberations, including your recommendations for billet assignments and an alternate candidate list in the format of enclosure (3) of this letter. You are cautioned that the results of the board remain guarded and no public nor private release of billet assignment information is authorized until approval is granted.

Subj: PRECEPT CONVENING A FISCAL YEAR (FY) 02 NATIONAL COMMAND AND SENIOR
OFFICER (O6/O5) NONCOMMAND SCREENING AND ASSIGNMENT BOARD

6. Immediately following board adjournment, the recorder will witness and observe the complete destruction of all records, materials and notes of board proceedings, including but not limited to applications, worksheets, photographs, fitness reports, and officer/personnel summary records. Application worksheets for officers placed on the alternate candidate list may be withheld from destruction until 30 September 2002.

J. F. BRUNELLI

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FY02 NATIONAL COMMAND AND SENIOR OFFICER (O6/O5)
NONCOMMAND SCREENING AND ASSIGNMENT BOARD MEMBERSHIP

VOTING MEMBERS

(RANK/NAME), USNR, (Social Security Number (SSN)/DESIGNATOR)

RECORDER

(RANK/NAME), USNR, (SSN/DESIGNATOR)

ASSISTANT RECORDERS

(RANK/NAME), USNR, (SSN/DESIGNATOR)

PROJECTIONISTS

(RANK/NAME), USNR, (SSN/DESIGNATOR)

SUPPORT PERSONNEL

(RANK/RATE/NAME), USNR, (SSN/DESIGNATOR)

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Enclosure (1) to
Enclosure (2)

SUPPLEMENTAL GUIDANCE

1. The following oath or affirmation will be administered to the recorder, assistant recorder, and support personnel by the president of the board:

"You, and each of you, do solemnly swear (or affirm) that you will keep a true record of the proceedings of the board, that you will not divulge the proceedings of the board except as authorized or required by the convening authority or higher authority. So help you God."

The following oath or affirmation will then be administered by the recorder to the members of the board:

"You, and each of you, do solemnly swear (or affirm) that you will perform your duties as a member of the board without prejudice or partiality, having in view both the special fitness of officers and the efficiency of the Naval Service, and that you will not divulge the proceedings of the board except as authorized or required by the convening authority or higher authority. So help you God."

2. The senior member of the board has been appointed as President and will perform the prescribed administrative duties. A board president has no authority to determine any matter that would constrain the board from recommending for appointment those officers best qualified to meet the needs of the Naval Reserve. Any board member who believes that they cannot in good conscience perform their duties as a member of the board without prejudice or partiality has a duty to request relief by the convening authority from such duty. Such a request will be honored. Any board member who believes that the integrity of the board's proceedings has been adversely affected by improper influence of military or civilian personnel, misconduct of the board president or a member, or any other reason, has a duty to request relief from their obligation from the convening authority, and upon receiving it, to report the basis for their belief to that authority.

3. The Department of the Navy is dedicated to equality of treatment and opportunity for all personnel without regard to race, creed, color, sex, or national origin. Aggressive commitment to equal opportunity is critical. In evaluating the records of minority officers, the board should be aware that past discrimination may have operated to the disadvantage of these officers. Such discrimination may have manifested itself in disproportionately lower fitness reports, assignment outside traditional career development patterns, and career assignment of less scope and importance. You must ensure these factors do not adversely influence the consideration of these officers for selection for assignment.

4. Due to both historic and existing statutory restrictions on assigning women in the Navy, the records of female officers before the board may show a career pattern different from that of their male counterparts. Such pre-existing restrictions on duty assignments, which have foreclosed women to opportunities for operational and command assignments that were available to men, cannot be allowed to prejudice the selection of women for assignment. Duty performed by a female officer whose assignability is constrained by law or policy, will be given weight equal to duty performed by her male peers. In evaluating a female officer, emphasis will be placed on her actual performance in assignments rather than her pattern of assignments when compared to male officers.

Enclosure (2) to
Enclosure (2)

5. Enactment of the Reserve Officer Promotion Management Act (ROPMA) dictates mandatory retirement for officers after completing so many years of commissioned service. The recorder will provide to the board president a list of names of officers who are within 3 years of mandatory retirement. The board will decide if officers on this list should be considered for a billet.

6. The following instructions concerning communications and information apply to board proceedings:

a. Each of you (president, members, recorders, projectionists, and support personnel) is responsible in maintaining the integrity and independence of this board, and fostering careful consideration, without prejudice or partiality, of all eligible officers.

b. You must pay particularly close attention to the rules governing communications with and among other board members, the information authorized to be furnished to you, and the procedures you should follow if you believe that the integrity of this board has been improperly affected.

c. You may not receive, initiate, or participate in communications or discussions involving information precluded from consideration by this board. You are to base your recommendations on the material in each officer's military record, any information I have provided to the boards and any information communicated to you by individual eligible officers under regulations I have issued. In your deliberations, you may discuss your own personal knowledge and evaluation of the professional qualifications of eligible officers to the extent that such matters are not precluded in law or service regulation from consideration by a selection board or inclusion in an officer's military personnel record. You may not discuss or disclose the opinion of any person not a member of the board concerning an officer being considered unless that opinion is in the material provided to the board.

7. The following instructions apply to board proceedings:

a. With the exception of the Judge Advocate General (JAG) Corps, you will conduct your deliberations as a two-step process. First you will screen and rank all applicants based upon documented performance, then you will detail each officer based upon applicant preference, qualifications, unit mission, and the requirements of the gaining command and the billet. Per reference (e), JAG Corps designated billets will require an article 6 review before the screening and detailing process.

b. The screening process will begin with a review of the official records in the Electronic Military Personnel Record System (EMPRS) and any properly executed third party correspondence. Each reviewer will prepare and deliver a briefing to include the following highlights: (1) Performance as recorded in EMPRS; (2) challenging active and inactive duty assignments (e.g., commanding officer, executive officer, training officer, department head); (3) significant annual training (e.g., boards, professional schools/courses, exercises); (4) personal awards/decorations; (5) billet relevant education; and, (6) the contents of correspondence addressed to the board president (if applicable). A confidence factor will be recommended by the briefer and voted by secret ballot by each board member as follows:

100 percent - Outstanding officer, should be screened for assignment

75 percent - Strong officer, probably should be screened for assignment

50 percent - Good officer, may be screened for assignment

25 percent - Less competitive than other officers

0 percent - Not competitive with other officers (this constitutes a NO vote)

c. Confidence factors will be computed electronically. The average confidence factor establishes the position of each officer on the precedence list for the board to use in subsequent assignment decisions.

d. Before conducting the first recorded briefing and secret ballot, each board member must be knowledgeable of the review and briefing process. You will conduct one or more "dry runs" of this process until you are satisfied that the board is prepared to vote for the record.

e. The precedence list sorted from the secret ballot screening will establish the sequence in which officers shall be detailed. In so far as practical, assignments will be organized by rank, senior to junior.

f. In your assignment deliberations your goal will be to assign the best qualified officer to that billet in which a majority of the board members consider the best match for the preference and qualifications of the officer, the mission of the unit, and the requirements of the gaining command, and the billet. You will be guided by the requirements of references (a) through (f) as appropriate, and correspondence properly submitted to you by the applicant and the gaining command. The recorder has removed from consideration those officers who have twice failed to select for promotion and notified them of their removal.

g. It is expected that officers serving in command billets (with the exception of the voluntary training unit) will complete a normal tour (2 years) and, therefore, are ineligible for being short-toured for assignment. It is also expected that officers serving in noncommand billets will also complete a normal tour (3 years for all units).

h. You should consider all officers with the same confidence factor as a group for assignment purposes. You may also, by majority vote, include within a group those officers with nearly the same confidence factor, particularly when there are clear separations between the confidence factor scores in the rankings.

i. In deliberating billet assignments within each group of officers, you should first consider the rank, designator, and Naval Officer Billet Code (NOBC) requirements of the billet. Priority should be given to an exact applicant and billet match of rank and designator. An exact match of NOBC is mandatory only when required by the Reserve Functional Area and Sex (RFAS) code. Use of RFAS for rank or designator substitutions is subject to the waiver restrictions of references (a) and (b), and any other current applicable directive. Before a final assignment decision, careful consideration should be made of gaining command and individual Reservist desires.

j. Officers may be assigned to billets other than those specifically applied for subject to the needs of the service and travel/drilling limitations cited in their billet applications, only if the Reservist agrees to accept a billet other than what they requested.

k. Not all officers, including applicants receiving high confidence votes, will be assigned to billets. In such situations, the names of these officers will be placed in sequence of precedence on the alternate candidate list. The higher ranked officers on the list may be assigned to billets with full tenure.

l. You should not nominate an officer to a billet that requires a waiver except in truly unusual circumstances. For example, an officer which may not hold an exact NOBC but possesses civilian experience matching billet requirements; or an officer who has performed well while on active duty which is outside of the designator required by the billet; or an officer who has been accepted into an established training pipeline; however, has not received the training designator.

8. Once you have convened the board, any member who informs you of a potential conflict of interest (i.e., past or present business, family, or marital relationship) may recuse him/herself. This recuse will apply to all actions (briefings, votes, and assignment) specifically associated with the application(s) cited by the board member.

9. The report of the board will be in writing, signed by each member and the recorder, and will contain the names of the officers the board recommends for assignment, and the specific unit and position for which recommended. The report will also identify, in order of precedence, an alternate candidate list. The report will certify that the board has complied with all instructions contained in the precept. Additionally, the report of the board will certify that the board carefully considered the case of each applicant whose name was furnished to the board, and that in the opinion of a majority of the members of the board, the officers recommended for assignment by the board are best qualified to meet the needs of the Naval Reserve.

REPORT OF PROCEEDINGS

From: (Rank, full name), USNR, (Social Security Number/Designator)
 To: Commander, Naval Surface Reserve Force

Subj: REPORT OF FY02 NATIONAL COMMAND AND SENIOR OFFICER (O6/O5) NONCOMMAND
 SCREENING AND ASSIGNMENT BOARD

Ref: (a) COMNAVSURFRESFOR ltr (Board Precept)

Encl: (1) Billet Assignment Recommendations
 (2) Alternate Candidate List

1. Per reference (a), subject board met at (command/location), at (time), (date). Enclosures (1) and (2) of this report contain the results of these deliberations.

2. We, the undersigned board members, hereby certify that:

a. The board complied with all instructions in the precept;

b. the board has carefully considered the case of each officer whose name was furnished to this board as a billet applicant;

c. in the opinion of the majority of the members of this board, the officers recommended for assignment by the board are the best qualified to meet the needs of the Naval Reserve from among those officers whose names were furnished to this board as billet applicant;

d. nominations for assignment of senior officers to command, noncommand and national billets (with waiver requests and justification) are submitted as enclosure (1) of this report; and,

e. alternate candidates, in order of precedence, for further detailing action are provided as enclosure (2) of this report.

3. The Board adjourned at (time) on (date).

(Name)	(Name)
Rear Admiral	Captain
United States Naval Reserve	United States Naval Reserve
President	Member
(Signature Block for Each Member)	

(Name)	(Name)
Captain	Captain
United States Naval Reserve	United States Naval Reserve
Member	Member

(Name)	(Name)
(Rank)	(Rank)
United States Naval Reserve	United States Naval Reserve
Recorder	Assistant Recorder

Copy to:
 (Convening Authority)

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Enclosure (3) to
 Enclosure (2)

BOARD MEMBERSHIP GUIDELINES

The following guidelines will be applied by the convening authority in selecting members for the National Command and Senior Officer (O6/O5) Noncommand Screening and Assignment Board:

1. Number of Members. The board should consist of an odd number of voting members (including board president) with a minimum number of seven. The duration of an anticipated workload for the board are factors that should be considered in determining the number of board members. If a member is unable to continue the board, new members will not be appointed. The board will continue with remaining members.
2. Representation. All voting members will be post-command Naval Reserve officers of the rank O6 and above with at least one being a full time support Training and Administration of Reserve (TAR) officer. The convening authority may make exceptions to the post-command requirement if Staff Corps or female representation with post-command experience is not available. Voting board membership will represent a balance of minority, gender, and designators under consideration.
3. Geographic Distribution. The membership of the board must represent a broad geographic distribution.
4. Membership Exclusion. Board members may not apply for any assignment which will be considered by the board.
5. Special Voting Members. There will be no special voting members. All board members will serve for the full duration of the board to which they are assigned.
6. Recorder. Recorders, assistant recorders, projectionists, and support personnel are nonvoting members of the board. The recorders and assistant recorders will be appointed by the convening authority.
7. Confidentiality. Board membership is confidential. Officers who submit a package for board membership will not divulge their package submission. Official notification will be made directly to the member by Commander, Naval Surface Reserve Force. Members will not discuss their assignments with anyone. Membership may be officially released by the convening authority after oaths have been administered on the day the board convenes.
8. Conflict of Interest. Per reference (b), section 504b, ensure that no member is assigned if they have indicated on their membership application that they have past or present business relationship (e.g., employer/employee, professional/client, vendor/customer) or any family or marital relationship with any officer under consideration for assignment.

BOARD MEMBERSHIP APPLICATION

From: (Your name, rank, SSN/Designator)
To: Commander, Naval Surface Reserve Force (N12)
Via: Unit Commanding Officer (if not in command billet)

Subj: APPLICATION FOR MEMBERSHIP ON FISCAL YEAR (FY) 02 NATIONAL COMMAND AND SENIOR OFFICER (O6/O5) NONCOMMAND SCREENING AND ASSIGNMENT BOARD

Ref: (a) Echelon III (notice/message)
(b) COMNAVSURFRESFORNOTE 5400 of (Date)

Encl: (1) Officer Summary Record
(2) Photograph

1. Per reference (a), I am applying for membership on subject board. The following information is submitted for each:

- a. Current mailing address, phone number, and email address (if available).
- b. Current unit, date of assignment, and projected rotation date:
- c. Command assignment and history: Unit/Dates
- d. Date of rank:
- e. Previous board experience: Board/Dates
- f. Ethnicity: American Indian/Alaskan Native, Asian American/Pacific Islander, Black (Non-Hispanic), Hispanic, White (Non-Hispanic) or Other.
- g. I (have/have not) (applied/completed) annual training for this FY.

2. I certify that:

- a. I have not and will not apply for a billet under consideration by this board.
- b. I have reviewed reference (b) and fully understand the responsibilities of a board member.
- c. To the best of my knowledge, I do not have a past or present business relationship, or any family or marital relationship with any officer applying for assignment to this board; and I will recuse myself from board deliberations if and when this situation should change.

3. Enclosures (1) and (2) of this application are forwarded for information.

SIGNATURE

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Enclosure (4)

SUPPLEMENTAL BILLET APPLICATION/CERTIFICATION
(SAMPLE)

Date:

From: Captain John Courageous, USNR, 123-45-6789/1115
To: Commander, Naval Surface Reserve Force (N12)

Subj: BILLET APPLICATION

Ref: (a) COMNAVSURFRESFORNOTE 5400 of (date)
(b) COMNAVSURFRESFORNOTE 1301 of (date)
(c) SECNAVINST 5720.44A
(d) COMNAVRESFORINST 1001.5C

Encl: (1) Fitness Reports
(2) Other documentation as required (Degree certificates, NOBC
approvals, etc.)

1. Enclosures (1) and (2) are submitted per reference (a) as an application for billets advertised by reference (b).

2. I hereby certify that all the information submitted is, to the best of my knowledge, correct. I also certify that per references (c) and (d), I have not applied for any billet that would cause a conflict of interest.

3. I understand that I am not required to submit the information requested in the electronic application process. However, failure to do so may negatively impact my chance for selection.

4. I understand that applications received by Commander, Naval Surface Reserve Force (N12) after 29 Jun 2001, will NOT be presented to the board for consideration.

SIGNATURE